

## **RTP APPLICATION PROCEDURE**

1. Recreation Trails Program (RTP) applicants must submit one copy of the project application in a white 3 ring binder with a spine width of 2" to the Tennessee Department of Environment and Conservation, Recreation Educational Services Division (TDEC-RES). Application should include **all** support documentation and environmental clearance letters. Applicants must also include one copy of an original USGS 7.5 minute topographic quadrangle copy and 4 black and white copies (8.5" x 11") of the project identifying the location and boundaries of the project site and the proposed trail route. You can identify which topographic map(s) are needed by going to: <http://www.state.tn.us/environment/tdg/county/>.
2. All support documentation in the application must have numbered tab dividers separating the individual items of the application. Tab numbers should coincide with the numbered items on the RTP Application Checklist found on page 13. Please fold the original USGS topographic map so it will fit into the binder.
3. The project applications will be reviewed for eligibility, rated and ranked by TDEC-RES. Finalists will be submitted to the Commissioner's Advisory Council on Greenways and Trails for final recommendation to the Commissioner of TDEC. The proposed projects are then submitted to the Federal Highway Administration for final approval and clearance.
4. Project applicants will receive approval or disapproval in writing. Upon approval of grant funds, applicants will receive a contract outlining the project scope, budget, and grant requirements and a Notice to Proceed letter from TDEC-RES.
5. Upon receipt of a Notice to Proceed letter from TDEC-RES, including environmental clearance, the grant recipient may initiate the acquisition of land, site development activities and procurement of project materials. Grant recipients will have three years from the start of the contract to complete the proposed project. Only approved expenditures within the designated grant term will be eligible for reimbursement.

## RTP APPLICATION REQUIREMENTS CHECKLIST

**This checklist is to be used by the applicant to assist in assembling the application package. It is not necessary to include this checklist with the application.**

All items listed below MUST be in the order listed below and contained in a white three-ring binder with a spine width of 2 inches. All requested information MUST be included for the project. All items listed below are to be identified by a tab divider stating number of the item. Failure to follow format instructions will result in a deduction from the application final score. Failure to provide any required information will result in the deduction of points and the resulting lowering of the application score.

CHECK-OFF	FORMS AND MATCH
<input type="checkbox"/>	1. <i>Tennessee LPRF/LWCF/NRTF/RTP Grant Application w/ project location</i>
<input type="checkbox"/>	2. <i>Project Cost Sheet</i> form
<input type="checkbox"/>	3. <i>Development Project Costs</i> form
<input type="checkbox"/>	4. Assurance of Match (resolution, statement from agency official)
	<b>PROPERTY INFORMATION AND ACQUISITION</b>
<input type="checkbox"/>	5. Project Boundary Map
<input type="checkbox"/>	6. <i>Project Boundary Map Certification</i> form
<input type="checkbox"/>	7. Legal Description
<input type="checkbox"/>	8. Deed of Ownership, Notice of Limitation of Use, Lease, and/or Easement
<input type="checkbox"/>	9. Survey - Applies to acquisition projects and/or development projects using land value as match.
<input type="checkbox"/>	10. Title Search - Applies to acquisition projects and/or development projects using land value as match.
<input type="checkbox"/>	11. Opinion of Value - Applies to acquisition projects and/or development projects using land value as match.
	<b>MAPS, PHOTOS AND DESIGN</b>
<input type="checkbox"/>	12. Location and Topographical Quadrangle Maps
<input type="checkbox"/>	13. Photograph(s) of Site
<input type="checkbox"/>	14. Preliminary Site Plan w/ADA Features/Design of Project must comply with Americans with Disabilities Act. Applies to acquisition projects or development projects using land value as match.
<input type="checkbox"/>	15. Preliminary Floor Plans w/ADA Features (for trailhead facilities) Applies to Development projects or Acquisition/Development projects
	<b>ENVIRONMENTAL SURVEY AND ENVIRONMENTAL CLEARANCE LETTERS</b>
<input type="checkbox"/>	16. Environmental Survey
<input type="checkbox"/>	17. Environmental Clearance Letters
	<b>SCORING CRITERIA</b>
<input type="checkbox"/>	18. Eligible Project Checklist – page 28
<input type="checkbox"/>	19. Project Summary – page 29
<input type="checkbox"/>	20. Narratives for Individual Project Selection Criteria – page 29

## RTP APPLICATION INSTRUCTIONS

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**Before submitting your application, please review this page and make sure that all required narratives, maps, environmental clearance letters and supporting documentation are enclosed. Late submissions will not be accepted.**

Application information is to be listed in the order below. It must be bound in a white three-ring binder with a spine of 2 inches in width. All items listed below are to be identified by a *tab divider with the number of the item*. Failure to follow these formatting instructions will result in an automatic 10-point reduction of the total score. Missing sections will result in point deductions.

### **Forms and Match**

1. ***Tennessee LPRF/LWCF/NRTF/RTP Grant Application*** - Answer ALL questions. Also, make sure that you list the CORRECT Federal Congressional Representative, State Senator, and State Representative along with their CORRECT districts.
2. ***Project Cost Sheet*** - Answer ALL applicable sections.
3. ***Development Project Costs form*** - Answer ALL applicable sections. Be sure to list all project line items including planning expenses. Remember that planning expenses will not be reimbursed if there is not a specific line item for the expenditures.
4. ***Assurance of Match*** - A dated and signed letter or a resolution passed by the governing body must be submitted by the applicant indicating the applicant's commitment to match the requested amount and the source of that match. The top official of the applying agency should sign this letter.

### **Property Information and Acquisition**

5. ***Project Boundary Map*** – The 4 copies of this map must indicate the legal boundaries of the site, display known easements, and be legally sufficient to identify the area for protection as a *permanent* public recreation site.
6. ***Project Boundary Map Certification form*** - This form must be completed and submitted with the application. It is to be signed by the elected or appointed official who will sign the grant contract if awarded.
7. ***Legal Description*** - A legal description of the project property must be submitted with the application.
8. ***Deed of Ownership, Lease, and/or Easement*** - A copy of any or all such applicable documents must be submitted.
7. ***Survey*** - A survey of the project property conducted by a registered land surveyor must be submitted with the application. The survey should possess a North arrow

and the date of the survey. (Only required if project is acquisition, or using acquisition as match.)

8. **Title Search** - A five-year history of conveyances (sales and transfers) of the project site is to be included with the application for acquisition projects and development projects using land value as match.
9. **Opinion of Value** - An original copy of an opinion of value of the project property is to be included with the application for acquisition projects and development projects using land value as match. (Only required if project is acquisition, or using acquisition as match.)

### **Maps, Photos and Design**

12. **Location and Topographical Quadrangle Maps** – One original copy of the USGS topographical 7.5 minute quadrangle with 3 black and white copies of the project location (black and white copies should be 8.5” by 11” in size). Clear, accurate and legible maps must be submitted with the application. Applications with incorrect or illegible maps will result in point deductions from the final total score. Topographical quadrangle maps are available from TVA, USGS, local map store, or TDEC Geology (<http://www.state.tn.us/environment/tdg/county/>).
13. **Photograph(s) of Site** – Clear photograph(s) showing the proposed trail acquisition or development. Photos should identify any areas where trailhead facilities or trail tread rehabilitation are needed. Photos cannot be returned.
14. **Preliminary Site Plan** - A copy of the preliminary site plan or trail design for the project is to be submitted. All projects are subject to compliance with the Americans with Disabilities Act. See Exhibit 4 for example.
15. **Preliminary Floor Plans** – For trailhead facilities, a copy of the preliminary floor plans for the project is to be submitted with the application. All indoor facilities MUST clearly indicate ADA compliance throughout the building. Applicants should include trail and trailhead facility plans/drawing as specific as possible indicating ADA accessibility. See Exhibit 5 for example.

### **Environmental Survey and Environmental Clearance Letters Section**

16. **Environmental Clearance** – See Environmental Clearance Section in this manual.
17. **Environmental Survey** – See Environmental Survey Section of this manual.

### **Scoring Criteria**

18. **Eligible Project Categories**
19. **Project Summary Narrative**
20. **Project Selection Criteria Narratives**

DEPARTMENT OF ENVIRONMENT AND CONSERVATION –  
Recreation Educational Services Division LWCF/LPRF/NRTF/RTP



**PARTICIPANT INFORMATION**

1. Applicant:

2. Applicant is a:

- a. Federal Govt. \_\_\_\_\_  
b. State Govt. \_\_\_\_\_  
c. Local Govt. \_\_\_\_\_  
d. Private Org. \_\_\_\_\_

3. List of Project Partners (if any):

4. Region:

East \_\_\_\_\_ Middle \_\_\_\_\_ West \_\_\_\_\_

5. County/Counties:

6.. Applicant Address:

7. Applicant Contact (Person responsible for daily management of project)

Name: \_\_\_\_\_ Telephone: \_\_\_\_\_  
Title: \_\_\_\_\_ Federal ID#: \_\_\_\_\_  
E-Mail: \_\_\_\_\_ Fax: \_\_\_\_\_

8. Park Name:

Project Title:

9. Grant Type (Check all that apply)

\_\_\_\_\_ Acquisition  
\_\_\_\_\_ Development  
\_\_\_\_\_ New Construction  
\_\_\_\_\_ Renovation

\_\_\_\_\_ Land owned by applicant  
\_\_\_\_\_ Land leased by applicant  
Date lease expires: \_\_\_\_\_  
\_\_\_\_\_ Land is publicly owned  
\_\_\_\_\_ Land is privately owned (RTP only)

(continued on reverse)



DEPARTMENT OF ENVIRONMENT AND CONSERVATION  
Recreation Educational Services Division LWCF/LPRF/NRTF/RTP



**PROJECT COST SHEET**

Applicant's Name: \_\_\_\_\_

Park Name: \_\_\_\_\_

Project Title: \_\_\_\_\_

Brief Description: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_ Acquisition \_\_\_\_ Dev. \_\_\_\_ Acquisition and Dev. \_\_\_\_ Preservation (NRTF only)

**ADMINISTRATIVE COSTS**

		Date Incurred
Site Planning	\$	
Preliminary Design	\$	
Cost Estimates	\$	
Grant Administration	\$	
Total Administrative Costs	\$	

**ACQUISITION COSTS**

Parcel #-List in Priority Order	Acres	Anticipated Date of Acquisition
Total Acquisition Costs		

Method of Acquisition: \_\_\_\_Negotiated Purchase \_\_\_\_Donation \_\_\_\_Easement \_\_\_\_Lease

Number of 6(f) Protected Park Acres in park referred to in this application (use additional sheets if necessary)

\_\_\_\_\_ New Acreage- for acquisition or development; not previously under 6(f) protection.

\_\_\_\_\_ Value Added Acreage -additional development of land already under 6(f) protection

\_\_\_\_\_ Total Acreage (sum of figures above).

Note: Land within the boundary map of an LWCF grant is under 6(f) protection. This Acquisition is:

\_\_\_\_ Publicly owned \_\_\_\_ Privately owned (RTP only)



DEPARTMENT OF ENVIRONMENT AND CONSERVATION  
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**DEVELOPMENT PROJECT COST SHEET**

**Applicant's Name:** \_\_\_\_\_

**Scope of Project:** Attach Professional Construction/Supplier Estimates  
(List specific line items for which funds are requested)

Line Items	# of Units	Unit Cost	Total Item Cost
<b>Total Development Cost</b>			\$

Use Attachment if more space is needed

**TOTAL COSTS**

<b>Total Administrative Costs</b>	\$
<b>Total Acquisition Costs</b>	\$
<b>Total Development Costs</b>	\$
<b>Total Project Costs</b>	\$
<b>Total Grant Request</b>	\$

**ESTIMATED ANNUAL OPERATION AND MAINTENANCE COSTS**

CATEGORY	OPERATION	MAINTENANCE	TOTAL COST/CATEGORY
<b>Supplies</b>	\$	\$	\$
<b>Personnel</b>	\$	\$	\$
<b>Utilities</b>	\$	\$	\$
<b>Equipment</b>	\$	\$	\$
<b>Contracted Labor</b>	\$	\$	\$
<b>Other</b>	\$	\$	\$
<b>Total Annual O/M</b>			\$

DEPARTMENT OF ENVIRONMENT AND CONSERVATION  
Recreation Educational Services Division LWCF/LPRF/NRTF/RTP



**PROJECT BOUNDARY MAP CERTIFICATION**

**INDICATE APPLICABLE GRANT PROGRAM:**

☐ LWCF      ☐ LPRF      ☐ NRTF      ☐ RTP

Applicant: \_\_\_\_\_

Park Name: \_\_\_\_\_

Project Title: \_\_\_\_\_

**The APPLICANT certifies that the attached project boundary map clearly delineates the area to be included under the project scope. At a minimum, this area must be a viable recreation area that is capable of being self-sustaining without reliance upon adjoining or additional areas not identified in the scope of the project.**

The APPLICANT certifies that the map:

1. Was prepared on the date shown;
2. Identifies the area(s) under lease;
3. Identifies any known outstanding rights or easements;
4. Delineates the project area in sufficient detail so as to be legally sufficient to identify the lands to be afforded protection as a public recreation site.

The following methods of identification are acceptable; check method(s) used:

- |       |    |                               |
|-------|----|-------------------------------|
| _____ | 1. | Deed references               |
| _____ | 2. | Adjoining Ownership           |
| _____ | 3. | Adjoining easements of record |
| _____ | 4. | Adjoining water bodies        |
| _____ | 5. | Metes and bounds              |
| _____ | 6. | Government survey             |

Certification is made to the above by:

\_\_\_\_\_  
Applicant's Signature (Usually Mayor or Agency Director)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name and Title

**CN-0429 (Rev. 08/05)**

**RDA 2314 and 2316**